



Kenya Power

*The Kenya Power & Lighting Co. Ltd.
Central Office – P.O. Box 30099, Nairobi, Kenya
Telephone – 254-02-3201000
Fax No. 254-02-3201889
Stima Plaza, Kolobot Road*

Our Ref:

27th April 2018

M/s

Dear Sir,

**ADDENDUM NO 2 TO THE TENDER NO. KPI/9A.2/OT/54/ADM/17-18
PROCUREMENT FOR LEASE OF SCANNING SERVICES FOR RECORDS**

The following amendments are made to the specified provisions of the Tender document.

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect.

The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

2. CLARIFICATIONS

- Please find the amended schedule of requirements for **LOT 2**.

*Please see Appendix 11

3. DEADLINE FOR SUBMISSION OF TENDER

The tender closing date remains the same - Thursday 3rd May 2018 at 10.30am.

All the other terms and conditions remain as per the tender document.

Yours faithfully,

For: KENYA POWER & LIGHTING COMPANY LIMITED.

DANIEL MUGA

Ag. GENERAL MANAGER, SUPPLY CHAIN

27.4.18

Appendix ii

Schedule of Required Digitization/Scanning and Associated Services

Code	Brief Description	Unit of Measure	Quantity
SECTION A- NORMAL SCANNING			
1.	Scanning and indexing of paper records-all sizes (except maps) into Case 360	No. of Pages/ images	30M
2.	Scanning and indexing of outsized documents (<i>Maps and drawings</i>) into Case 360	No. of Pages/ images	7,000
SECTION B-COMPUTER OUTPUT TO MICROFILM (COM)- ARCHIVAL PRESERVATION/SECURITY OF VITAL/PERMANENT RECORDS AND VICE VERSER			
3.	Auto outputting to COM (computer output microfilm) during the process of normal digitization/scanning- including cost of the film (Kodak Reference Archive Film 16mm x 215 ft)	No of films	300
4.	Digitization and indexing existing archival Microfilm rolls in existing dms	No of Rolls	300
5.	Digitization and indexing existing archival Micro jackets/unitized microforms into Case 360	<i>No of images</i>	10,000
6.	Official Photographs	<i>No. of Images</i>	5,000
SECTION C- **RESTORATION OF DOCUMENTS (<i>Rebinding of vital documents to their original status- excluding refilling in box and spring files</i>)			
7.	Spiral/Varo	No of Documents	Not chargeable
8.	Wire binding		
9.	Tape binding		
10.	Book Bounding		

Price Schedule

Code	Brief Description	Unit of Measure	Quantity	Amount VAT Inclusive
SECTION A- NORMAL SCANNING				
1.	Scanning and indexing of paper records- all sizes (except maps) into Case 360	No. of Pages/ images	30M	
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6.	Official Photographs	<i>No. of Images</i>	5,000	

* Kindly note that the above works is to be spread over a two (2) year period.

Preliminaries

No.	Item	Tick Where Provided
1	Tender Security – Bank Guarantee or Letters of Credit (issued by Banks Licensed by the Central Bank of Kenya), Guarantee by a deposit taking Microfinance Institution, Sacco Society, the Youth Enterprise Development Fund or the Women Enterprise Fund.	
2	Declaration Form	
3	Duly completed Tender Form	
4	Certificate of Confirmation of Directors and Shareholding (C.R.12) for registered companies and if not a registered company a business name for those trading as a sole proprietor or a partnership registered under the Kenyan law or equivalent certification for foreign tenderers	
5	Copy of PIN Certificate	
6	Copy of Valid Tax Compliance Certificate	
7	Confidential Business Questionnaire (CBQ)	
8	Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign tenderers)	
9	Valid and current ISO 9001 Certificates or for locally manufactured or produced goods, valid Mark of Quality Certificate or Standardization Mark Certificates from the Kenya Bureau of Standards (KEBS).	
10	Catalogues and or Manufacturer’s drawings where applicable.	
11	Duly completed Schedule of Guaranteed Technical Particulars	
12	Principals Authorization and warranty where applicable	
13	Names with full contact as well as physical addresses of previous customers of similar goods and reference letters from at least four (4) previous customers	
14	Statement on Deviations	
15	Price Schedule(s)	
16	Schedule of requirements duly filled indicating services offered	
17	Audited Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they	

	should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
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6.2.2 a (ii) Tender Scoring Criteria

1. The following criteria will be used in the evaluation of all potential suppliers. The documents and information submitted will be evaluated for suitability and awarded marks which will contribute to a maximum **100% of the total tender evaluation.**
2. **Bidders who score less than 80 marks shall not be considered for further financial evaluation and shall be considered to have failed to meet the cut off (80) marks threshold.**
3. *To qualify for consideration in the financial bids, subject tenderer **MUST score at least 80%.***

Summary of requirement Scores

	Description of Criteria	Maximum Score
1	Company Profile /Suitability of Service Provider	5
2	Staff Competency Profiles /Qualification/security of Key Staff & Capacity to deliver reformatting service	6
3	Evidence of relevant training	5
4	Physical Facilities (equipment) & applicable Software : Capacity to deliver service	54
5	Experience: No. of Continuous Years of Service acquired/relevant service (Digitization/scanning services)	10
6	Reputation Proof of Satisfactory Service (<i>Referees should be those relating to digitization/scanning and not other services</i>)	10
7	Confidentiality/ Security of information during the project	10
	Total Score	100

DETAILED DESCRIPTION OF KEY EVALUATION COMPONENTS AND SCORING CRITERIA				
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>
	Technical Components Required/to be evaluated	Max. Score(s)	Score Rating	Remarks
1.	Company Profile	5	Yes/No	
a)	<i>Provide Evidence of relevant current and valid insurance covers e.g. work injury benefits insurance, fidelity, public liability, all risks covers etc. Attach supportive documents</i>	1		
b)	<i>Provide Evidence of Quality Management Standards e.g. Copy of ISO Compliance Certificate or documents to prove that the Organization is in the process of obtaining certification or any other recognized quality certification</i> <ul style="list-style-type: none"> • <i>Have Quality Certification- which is valid and reputable/recognized nationally/regionally/internationally=2</i> • <i>Have Quality Certification- which is valid but not reputable/ recognized nationally/ regionally/ internationally Score=1</i> 	2		
c)	<i>Provide evidence of relevant training programs for your staff that is relevant to records management.</i>	2		
2.	Staff Competency profiles.	6		
a)	<i>Attach a comprehensive organization Chart</i>	2		
b)	<i>Give qualification of the below permanent staff and attach their CV's and certifications from professional bodies.</i> 1)System Analyst (2) 2)Scanning and quality control staff (2)	4		
3.	Provide evidence of relevant training for staff to handle the digitization project. Certificates or reference letters of the trainers on the following:	5		
a)	<i>No of staff trained in EDMS (2 certificates)</i>	2		

b)	No of trained staff Trained on equipment to be used- Scanners, DAW, etc. (Provide certifications if available)	3		
4	Physical Facilities: their age, capacity and deployment	54		
a)	Evidence of availability of required equipment- Computers, scanners etc. No of scanners +Host Computer & associated accessories. (Note: The nos. should include a complete work station ready for use and not separate individual equipment) <ul style="list-style-type: none"> • ≥ 5 workstations ≤ 2 Years old=5 • 4 workstations ≤ 2 Years old=-4 • 3 workstations ≤ 2 Years old = 3 • 2 workstations ≤ 2 Years old = 2 • 1 workstations ≤ 2 Years old =1 	5		
b)	Scanner capacity	22		
B1	Models of scanners to use in this project specified and capable of handling brittle/torn documents (Flat bed)	2		
B2	Capability to scan a daily output of <u>200,000</u> images with all the scanners	2		
B3	Individual scanner have capacity to Scans up to 90,000 pages per day per scanner	2		
B4	Imaging devices provided by the bidder are able to scan documents of various sizes for example <u>A5, A4, A3, A0</u> , etc.	2		
B5	Automatic 500- sheet elevator design, automatic document feeder with four designs: continuous feed, 100-sheet feed, 250-sheet feed and full 500-sheet batches	2		
B6	Scanning technology should be CCD (Charge-Coupled Device) or higher	2		
B7	Illumination technology should be white LEDs	2		
B8	Output compression should be CCITT Group IV; JPEG or uncompressed output	2		
B9	<ul style="list-style-type: none"> • Maximum document width up to 304.8 mm (12 in.) • Long document mode up to 4.0 m (160 in.). • Paper thickness with standard feeder should be 45 g/m² (12 lb.) bond to 200 g/m² (110 lb.) index; With ultra-lightweight feeder accessory: 25 g/m² (7 lb.) rice paper to 75 g/m² (20 lb.) bond. Each item 1 mark	2		

B10	<i>Environmental Factors should conform to ENERGY STAR qualified scanners: Section 508 compliant; D.O.C. executive order 13221 compliant; Operating temperature: 10-35° C (50-95°F); Operating humidity: 10% to 85% RH</i>	2		
B11	<i>Manufacture's Authorization for specified scanner</i>	2		
4.1	<i>Capture Software Requirements/Capabilities & Indexing</i>	27		
a)	<i>Scanning software specified</i>	1		
b)	<i>Scanning software support a wide range of scanner models and driver interfaces</i>	2		
c)	<i>The software provide full featured scanning controls, including: auto de-skew (single and multi-page), auto despeckle, auto "dead" page recognition, rotate, crop, mirror, repaginate, delete, insert from disk, print, zoom in/out/pan, versioning, and others.</i>	2		
d)	<i>Assurance that there is capacity to ensure all scanned images are indexed in the required manner as specified and are in a format that is accepted by the Existing EDMS system Case360 using the predefined identification and categorization parameters.</i>	2		
e)	<i>Capability for comprehensive integration with Existing Document management systems (Case360) and any other ECM Solutions the company is using (Oracle and MS-SQL based)</i>	2		
f)	<i>Have a data entry option with capabilities of doing indexing by use of database lookup to populate fields form ODBC sources</i>	2		
g)	<i>Easy to use and customize jobs where possible by use of APIs</i>	2		
h)	<i>Ability to output different file formats to file, mail and print directly</i>	2		
i)	<i>Compatibility with WINDOWS XP (32-bit) SP2 and SP3, WINDOWS XP (64-bit) SP2, WINDOWS 7 (32-bit & 64-bit), Server 2003, 2008, Unix, Linux</i>	2		
j)	<i>User friendly Interface, One-touch scanning using program shortcuts. Must support single-document scanning, multi-document (single-batch) scanning, and multi-batch scanning</i>	2		
k)	<i>Easily reprocess images without re-scanning, easily insert, rescan, reorder and purge blank scanned images.</i>	2		
l)	<i>Multifeed Detection, Ultrasonic Multifeed featuring: Three sensors, Preemptive Ignore, VRS Ignore, and select by Size. Must support single-document</i>	2		

	<i>scanning, multi-document (single-batch) scanning, and multi-batch scanning.</i>			
<i>m)</i>	<i>Easily image merges and split documents. Must have high speed multi image display, have option of separating documents by count or blank page, barcode, OCR, Patch code and more. Must have Zonal OCR/MICR, user optimized OCR. It should have a facility for barcode and zonal OCR/MICR indexing</i>	<i>2</i>		
<i>n)</i>	<i>Have capabilities of outputting to BMP, Tiff/multi-page TIFF, Multi-page PDF, RTF, TXT, output unlimited searchable PDFs. Capability to output PDF-A, compressed color PDF & <u>most importantly XML files</u></i>	<i>2</i>		
5	<i>Experience</i>	<i>10</i>		
<i>a)</i>	<i>State number of years of experience in provision of digitization/scanning services (Minimum is three years). Must provide evidence</i> <ul style="list-style-type: none"> • <i>≥5 Year=2</i> • <i>3 Year=1</i> 	<i>2</i>		
<i>b)</i>	<i>State number of years of experience with existing EDMS: Installation, development, deployment and maintenance. (Minimum is three years). Must provide evidence such as client reference</i> <ul style="list-style-type: none"> • <i>≥3 Year=1</i> 	<i>1</i>		
<i>c)</i>	<i>State/outline your project management approach used in previous digitization projects and/or future prospects in digitization/scanning project management MUST included the following.</i> <ul style="list-style-type: none"> • <i>Purpose Statement</i> • <i>Define Goals and Objectives-</i> • <i>Project Scoping</i> • <i>Assumptions, Constraints, and Risks</i> • <i>Deliverables</i> • <i>Task flow charting</i> • <i>Timeline scheduling</i> • <i>Resources allocation</i> • <i>Communication to stakeholders</i> • <i>Problem resolution during the project</i> 	<i>2</i>		

d)	<p>State and briefly explain pre-scanning processes you employed during your previous digitization project in regard to the following</p> <ul style="list-style-type: none"> • Site setting • Document preparations • Pre-scanning Decisions • Scanner testing • Scanning • Indexing • Quality control • Retake • Restoration of unbound vital documents 	2		
e)	<p>State your Quality Control Mechanisms in digitization/ scanning project in regard to:</p> <ul style="list-style-type: none"> • Electronic Image Attributes • Selecting Sample Size for QC • Sampling Plans for a Normal Inspection/ Acceptable Quality Levels (Normal inspections) • Adjusting the Sampling Plan Rules • Sampling Plans for a Tightened Inspection • Sampling Plans for a Reduced Inspection • Handling of Rejected Scanned Images Documentation 	3		
6	Reputation	10		
	<p>State total Number and names of Corporations (Regional (within EAC) and local Organizations or Companies) you are currently serving or you have served (in the last 3 years) in digitization/scanning projects</p> <ul style="list-style-type: none"> • $\geq 3 = 2$ • $2 = 1$ 	2		
	<p>Submit letters of reference from three Organizations /corporate clients. Indicate scope/extent of the digitization/scanning services rendered value of contracts, contact persons - address and telephone numbers.</p> <ul style="list-style-type: none"> • 3 Relevant letters of reference=2 • 2 Relevant letters of reference=1 	3		
	Confirmation from referees on type of service	3		

	<i>Previous business/ work/ contract with Kenya Power (not necessarily on digitization)</i> <ul style="list-style-type: none"> • <i>Done satisfactorily within agreed timelines (state Contract Name/No/Date)= 2</i> 	2		
7.	Confidentiality/security of information during the project	10		
A)	<i>State how you intend to ensure security and confidentiality of the sensitive and vital records during the process of digitization? Give at least 3 critical controls used in previous such projects. Provide evidence</i> <ul style="list-style-type: none"> • <i>3 Controls given supported by documentary evidence=5</i> • <i>2 Controls given supported by documentary evidence=3</i> • <i>1 Controls given supported by documentary evidence=1</i> 	5		
b)	Insurance	5		
	<i>Provide certificates of good conduct</i> 10 and above certificate-3marks 10 and below certificates-2 marks			
	<i>Provide evidence of insurance covers for workers</i> 10 and above insurance covers -2 marks 10 and below insurance covers-1 marks			

Additional Mandatory Software requirement

- Vendor must provide software solution or automated means to count scanned images.

iii)Financial Components Required/to be evaluated

- Confirmation of and considering Price Schedule duly completed and signed.*
- Checking that the Tenderer has quoted prices based on all costs including duties and taxes*
- Checking submission of audited financial statements required which must be those that are reported within eighteen (18) calendar months of the date of the tender document.*

- d) *Conducting a financial comparison, including conversion of tender currencies into one common currency,*
- e) *Taking into account the cost of any deviation(s) from the tender requirements,*
- f) *Considering information submitted in the Confidential Business Questionnaire against other information in the bid including: -*
 - a) *Declared maximum value of business*
 - b) *Shareholding and citizenship for preferences where applicable.*

The Successful Tenderer shall be the one with the lowest technically evaluated price.

